

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: YOUTH PROGRAMS

DATE: AUGUST 22, 2007

Committee Members Present:

Supervisors Gabriels
F. Thomas
Champagne

Committee Members Absent:

Supervisors Girard
Merlino

Others Present:

Margaret Smith, Director, Youth Bureau
Hal Payne, Commissioner, Administrative
& Fiscal Services
JoAnn McKinstry, Deputy Commissioner,
Administrative & Fiscal Services
Nicole Livingston, Deputy Clerk, Board of
Supervisors
Katy Goodman, Secretary to the Clerk

Mr. Gabriels called the meeting to order at 10:40 a.m.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Margaret Smith, Director of the Youth Bureau, who distributed copies of her Agenda packet for the meeting, a copy of which is on file with the minutes.

Mrs. Smith commenced with review of the Agenda. Pursuant to Agenda Item No. 2 a, she requested Committee approval of two requests for overnight in-State travel for herself to attend a training program and the National Search Institute Conference relative to the ACT (Assets for Youth Coming Together) Youth grant. She apprised the total costs for her attendance and accommodations at the events would be paid by the grant and there would be no cost to Warren County. In addition, Mrs. Smith stated, she would ride to the meetings with staff members from the Washington County Youth Bureau. She noted the events would be held on September 16th through 18th in Ithaca, New York and on November 8th through 12th in Rochester, New York.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned requests, as presented. Copies of Authorization to Attend Meeting or Convention forms for the requests and a description of the National Conference are on file with the minutes.

Next, Mrs. Smith requested approval to renew the current Memorandum of Understanding (MOU) with the Washington County Economic Opportunity Council (EOC), Incorporated to provide the necessary activities and training in Warren County through the ACT grant (Agenda Item No. 3 a). She explained the MOU would include acceptance of the grant funds. Mrs. Smith apprised the grant funds would not exceed \$6,130 and the 2008 portion of the funds would be included in the Youth Bureau's 2008 Budget. She stated the funds were divided between 2007 and 2008 in

accordance with the term of the grant.

Motion was made by Mr. F. Thomas, seconded by Mr. Champagne and carried unanimously to approve the request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 3 b, Mrs. Smith requested approval of a certificate of appointment to name a member to the Warren County Youth Board. She stated in accordance with the Youth Bureau's Integrated County Plan she worked with the Department of Social Services and in connection with that collaboration there was an opportunity to expand the membership of the Youth Board to include either a child welfare or Department of Social Services representative. Mrs. Smith advised at her request, Paul Dusek, the County Attorney, had reviewed the Youth Board's By-laws and they had been amended to reflect the expanded membership. She stated the appointee would be Maureen Schmidt, Preventive Services Supervisor in the Department of Social Services.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary certificate of appointment for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mrs. Smith spoke on a Proclamation to designate the month of September as National Youth Court Month (Agenda Item No. 3c). She noted she had learned only yesterday about the Proclamation and she was not sure if it would be prepared for the Special Board of Supervisors' meeting on September 7th or for the regular Board Meeting on the 21st. Mrs. Smith stated the Youth Court Program brought significant benefits to the County and it was part of a network of 1200 Youth Courts at the national level. She stated the Proclamation had been approved by the United States Senate. Mrs. Smith advised in conjunction with the Proclamation the County Youth Court would be involved in various informational activities for the public about the Program during September. She stated a copy of the Senate's Proclamation was included in the Agenda packet with the Resolution Request Form and she could provide details for the County's Proclamation. Hal Payne, Commissioner of Administrative and Fiscal Services, stated the Proclamation would be presented at the September 21st Board meeting.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to approve the request, as presented, and to authorize its preparation for the September 21st Board of Supervisors' meeting.

Mrs. Smith stated she would have some Youth Court members come to the Board meeting to receive the Proclamation.

Pursuant to Agenda Item No. 4, Mrs. Smith commenced with presentation of the 2008 proposed Youth Bureau budgets. Copies of the Budget Worksheet Report which outlined the Department's

proposed budgets were distributed to the Committee members and a copy is on file with the minutes. Mrs. Smith noted the Agenda packet also included the Department's Budget Performance Report for year-to-date through August 17th.

The first Budget was the A.7311 Youth Bureau Budget. The Budget showed a 2008 total request of \$123,219, as compared to the 2007 appropriations of \$128,024, a decrease of \$4,805. Mrs. Smith stated this was the Youth Bureau's administrative Budget code.

Next, Mrs. Smith presented the A.7312 Special Delinquency Prevention (SDP) Programs Budget (A.7312). She apprised the Budget reflected the 100% revenues from the State for the expenses of the SDP Programs. The total estimated revenues for 2008 were \$28,664, which were unchanged from the 2007 appropriation.

Mrs. Smith stated the last proposed Budget was the A.7313 Youth Court Budget. The total estimated revenues for the Program for 2008 were \$64,954, as compared to the 2007 appropriations of \$57,665, an increase of \$7,289. She apprised the revenues for the Program came from funds the Department of Social Services received from a State Community Optional Preventive Services (COPS) grant and with funds from the Warren County STOP-DWI Program. Mrs. Smith stated she had contacted the agency which conducted the Youth Court Program and there was a 65% reimbursement rate for the COPS funds which was included in the total revenues. She apprised the remaining 35% of the funds was a local dollar share.

Mr. Payne referred to the Salary Schedule for the SDP Program Budget. He noted there was a salary of \$1,463; and, he asked who received the salary. Mrs. Smith responded it had been received by the Deputy Director of the Youth Bureau since the inception of the Program. She explained when the State first funded the Program it included the opportunity to receive funds as an allowable expense for the fiscal administration of the Program funds. Mrs. Smith advised the Program required a fair amount of work monthly on the claims for the funds. She stated the balance of the funds were for the contracts with the community agencies who provided the various SDP Programs.

Mrs. Smith apprised a small amount of the administrative funds were used to support the Warren-Washington Counties Youth Leadership Conference for high school students that was held annually at Adirondack Community College (ACC). She noted the Conference would be discussed again. However, Mrs. Smith explained, because the expenses for the Conference were shared with Washington County, Warren County's share was used to cover the costs that ACC charged for the lunch for the Conference attendees. Mrs. Smith stated she had mentioned the lunch costs in keeping with the County's policy which required Committee approval of the costs for Departments to hold meetings and conferences outside the Municipal Center. The Conference is usually held in March, she added. Mrs. Smith stated ACC's Faculty Student Association also provided funds towards the food costs.

Mr. F. Thomas noted the 2008 revenues for the YDDP .3823 Budget code showed a decrease

from \$43,250 in 2007 to \$36,000 for 2008. Mrs. Smith explained the revenues were estimated and for 2007 they had been estimated high and for 2008 they had estimated them lower because some of the funds went directly to the municipalities and not into contracts, those funds were not included in this Budget. Mrs. Smith advised the State funds for the 2008 Program had not been decreased and they had actually been increased by \$2,800. She explained when the final contract amounts were determined, the County Budget would be amended accordingly to reflect the increased (State) funds. Mrs. Smith advised this was a more accurate projection based on what the actual costs of the contracts were. She stated the amounts for the contracts would be presented to the Committee members for their approval after the Youth Board reviewed the program applications and recommended which Programs should be funded.

Dialogue ensued between Mr. Champagne and Mrs. Smith on the amount it cost the County to support the Youth Bureau. Mrs. Smith stated that was shown in the .7311 Youth Bureau Budget and when the Department's total costs of \$123,219 were reduced by the \$63,910 in revenues the cost to the County would be about \$59,000. She apprised that was about a 75% return on an investment of \$210,000 for Youth Programs because the County received 75% in State grant funds. Mrs. Smith reiterated the Budget did not include the aforementioned additional State funds the Department brought in which went directly to the Towns for the Recreation Programs. She confirmed for Mr. Gabriels that the Department handled the paperwork for the Towns for their YDDP Programs. Mrs. Smith stated each Town received between \$1,600 to \$3,000 in Youth Services and the Recreation funds for a total of around \$45,000.

Mr. Gabriels questioned how much paperwork was involved in the administration of the Programs. He commented the process had been done for so long that it was almost formulaic that the Youth Bureau would do it. Mrs. Smith responded she had been doing considerably more direct services with agencies or organizations that would provide services directly. She stated an example of direct services would be the workshops for the World of Work Youth Employment Program and the recent workshops for the Tennis Instruction Program. Mrs. Smith explained the Tennis Program was funded by a private grant of around \$2,000 and it was held in three communities. She advised the Department was required to provide information on the Programs' outcomes and how they benefitted youth. Mrs. Smith stated in addition to the fiscal monitoring they made sure the programs had achieved the results that were outlined in their funding applications. She noted the Youth Board recommended which Programs to fund based on those results.

Mrs. Smith continued. She acknowledged in past years the amount of the funding had declined quite a bit. However, she said, there was the aforementioned \$2,000+ increase in the funds and the amount of the Recreation and the Service funds allocated under the County's per capita/ per youth population formula had increased to \$4.68 per youth. Mrs. Smith apprised the County's youth population was 17,560. She stated although the funds had declined they also collaborated with other County Departments such as Social Services, Employment & Training and Probation to combine resources and grants in order to maximize what they could obtain for the funds.

Mr. Gabriels queried how many of the County's youth actually participated in the various Programs

in a year. Mrs. Smith replied each of the agencies that was funded provided reports on the estimated numbers of youth the Recreation Programs served. She stated the community agencies were visited on a regular basis and they had to provide documentation on the unduplicated number of youth who registered for the Programs. In reply to Mr. Gabriels' query on the exact numbers of youth served, Mrs. Smith said she would have to compile that information. She acknowledged Mr. Gabriels' request to provide the information at the next Committee meeting.

Dialogue ensued between Mr. Champagne and Mrs. Smith relative to the Youth Court Budget. Mrs. Smith clarified that the Youth Court was not funded by a grant and they did receive some STOP-DWI funds from the County's Traffic Safety Board. She noted STOP-DWI funds were also provided to other County Departments. Relative to Mr. Champagne's concern that there was a considerable increase in the COPS funds from the 2007 appropriation (\$26,325) to the 2008 request (\$44,954), Mrs. Smith explained that was due to a budget situation where the Department of Social Services had to show the total amount of the funds in order to be reimbursed for the expenditures. The funds had been used and the County received 124% over what was budgeted last year because the full amount had to be shown, she said. Mrs. Smith explained there was a reporting error in the 2007 Budget that the full amount of the funds was not shown and they picked that up when they were preparing the 2008 Budget.

Mr. Champagne stated before the Budget was voted on he would like to request an executive session to discuss the employment history of a particular person. Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to declare executive session pursuant to Section 105(f) of the Public Officers Law.

Executive session was declared from 11:10 a.m. to 11:22 a.m.

Committee reconvened. Mr. Payne left the meeting during the executive session.

Mr. Gabriels stated no action was necessary pursuant to the executive session.

Mr. Champagne questioned if the \$800 item for the Sick Leave Incentive had been spent and if it was included in the Budget because they had not used any leave time. Mrs. Smith explained the money would not be paid until December when the Personnel Department would determine the status of their (sick) leave time from their time cards and if the incentive should be paid. She concurred the amount of the incentive was \$400 for each employee.

Motion was made by Mr. Champagne, seconded by Mr. F. Thomas and carried unanimously to approve the Youth Bureau Budgets, as presented, and to authorize the Committee Chairman to sign them and forward them to the Budget Officer.

Relative to Agenda Item No. 5, Updates, Mr. Gabriels stated the time scheduled for the Committee meeting had expired and he would acknowledge there were updates. He asked that

they be presented at the next Committee meeting; and Mrs. Smith acknowledged the request.

There being no further business to come before the Committee on motion by Mr. Champagne and seconded by Mr. F. Thomas, Mr. Gabriels adjourned the meeting at 11:24 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk